



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

Request for Qualifications

Community Investment Tax Credit Program Community Partnership Fund Administrator

Issued:

August 15, 2013

Response due:

August 30, 2013

Request for Qualifications

Community Investment Tax Credit Program Community Partnership Fund Administrator

I. INTRODUCTION

The Community Investment Tax Credit Program (the Program) was created by Chapter 238 of the Acts of 2012. The Department of Housing and Community Development (DHCD) is the administering agency for this Program and is responsible for managing the process by which the CITC Program credits are allocated.

The Program is designed to enable local residents and stakeholders to work with and through community development corporations (CDCs) to partner with nonprofit, public, and private entities to improve economic opportunities for low and moderate income households and other residents in urban, rural, and suburban communities across the Commonwealth. CDCs accomplish this through adoption of community investment plans to undertake community development programs, policies and activities. Community Support Organizations (CSOs) are nonprofit organizations that are not CDCs but have a focus on, and track record of, providing capacity building services to CDCs.

Community Partners (CDCs and CSOs) may be awarded allocations of up to \$150,000 in state Community Investment Tax Credits per year for three years. These tax credits will be used by CDCs and CSOs to attract private investment each year. The tax credits are equal to 50% of the donation made by taxpayers. The Program will be available in calendar years 2014 through 2019.

The Community Partnership Fund is a fund administered by a nonprofit organization to receive qualified investments from taxpayers for the purpose of allocating such investments to Community Partners. The Department is seeking up to two nonprofit organizations to serve as administrators for a Community Partnership Fund.

DHCD will enter into a Memorandum of Agreement (MOA) with the selected nonprofit organization(s) that will detail the specific operating and administrative procedures required.

II. ELIGIBLE RESPONDENTS

Nonprofit organizations that have the capacity to solicit, administer and re-grant qualified investments and can advance the purposes of the CITC.

III. QUALIFICATION PROCESS

A. Submission Content

Section 1: Cover Letter

Applicants must submit a cover letter in hard copy with an original signature of the CEO of the applicant organization indicating an interest in selection as a Community Partnership Fund Administrator.

Section 2: Qualifications, Experience and Capacity

Community Partnership Fund Administrator respondents must submit narrative statements demonstrating each of the following qualifications:

1. Experience, ability and commitment to raise or solicit a significant sum of money (at least \$2 million in 2014 and \$4 million in each of years 2015-2019).
2. Ability and commitment to raise, manage and distribute funds on a statewide basis. Include evidence of required fiscal management and reporting systems.
3. Ability to cover the program costs associated with managing the Community Partnership Fund while ensuring the Community Partners receive \$2 in funding for every \$1 in tax credits provided. Respondents must detail any anticipated costs, fees, or revenue sources that will be used to manage the Community Partnership Fund.
4. Ability to establish a fair and efficient method and mechanism for distributing funds to Community Partners, ensuring equal access to all Community Partners.
5. Capacity to administer the Community Partnership Fund, citing experience in a similar role or function. Include an organizational chart and information indicating the relationship of the Fund to the respondent's other organizational functions and activities.

Section 3: Other Materials

Respondents may submit additional materials in support of a submission as attachments. No more than ten (10) additional pages of attachments may be submitted.

B. General Considerations

DHCD reserves the right to use other available information regarding a respondent, including whether the respondent has:

- Met prior objectives in a timely and proper manner in accordance with an approved budget, and otherwise performed effectively;
- Complied with the Terms and Conditions of previous contracts.

DHCD also reserves the right to request additional information from respondents in order to complete its review.

C. Selection

Complete responses to Section 2 are required for consideration. DHCD will select one or more Community Partnership Fund Administrators based on its determination of the extent to which a respondent organization has demonstrated that it possesses the qualifications, experience, and capacity necessary to perform the required duties and activities in a cost-effective manner.

IV. RESPONDENT SUBMISSION PROCEDURES

- All submissions are due August 30, 2013, by 12:00 PM (noon).
- Submissions should be submitted electronically as an email attachment.
- The completed cover letter with the original signature in ink of the organization's chief executive officer must be sent via U.S. mail or other delivery method and received by DHCD on August 30, 2013.
- Submissions should be sent to: mark.siegenthaler@state.ma.us. Fax submissions will not be accepted
- It is the responsibility of the respondent to ensure that its submission is received by DHCD
- Submissions must be typed in 12 point font and be a maximum of ten (10) pages, not including any additional attachments
- DHCD reserves the right to request additional information from respondents during the review process and to use other available information as may be necessary in order to complete its review
- It is anticipated that selections will be announced in October 2013
- Please contact Mark Siegenthaler, Community Development Manager, at (617) 573-1426 or mark.siegenthaler@state.ma.us, if you have any questions.